FREE GIVEAWAY

59 POWERFUL

PRODUCTIVITY SECRETS

MANIKANTA BELDE

59

POWERFUL

PRODUCTIVITY

SECRETS

Manikanta Belde

Dedicated

To the world of possibilities

Where people reinvent and

Innovate things.

About the book:

The book contains tips and tricks on productivity which help you have more control over time using the powerful methods in this book

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Get ready to unleash powerful productivity secrets which will transform your perspective on work and life

Before you move to next

A free podcast

As a complimentary gift

9 Powerful Productivity Secrets

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1 Use minute rule

This one simple rule helps you do small works in time and prevents you from postponing the works for later.

According to the state, the only thing you have to do is finish doing all the tasks that can be done in a matter of seconds and this will help you complete small tasks before they become bulk stress causing components for the brain.

2 First important than unimportant

There are several important and unimportant things we have to accomplish in our daily life, but productivity is all about doing what is necessary and needed.

Therefore finish all important tasks first and then the trivial tasks and this will save you lot of time and energy.

A tip for this would make a list of important and unimportant things in a day and act accordingly, and this will help you finish

important tasks first which will make you productive.

3 Block out distractions

Distractions are most common barriers which prevent you from getting success out of your work accomplishment. Distractions make us procrastinate and therefore they are one of the obstacles to productivity.

The only way to prevent distractions is to love the work you do and stay focused leaving distraction untouched by our mind. Try to concentrate more on work, and this will help you block out distractions.

4 Time limits, work better

We have very limited time, and the things we have to accomplish are many and therefore

limit your limited lifetime you have for tasks. Keep tight deadlines and always try to accomplish tasks before or on deadlines and this will make you work better and productive.

5 Wake up early

This is one usual tip which most people know but never make use of it. The early morning time could be a very productive time which can be utilized for most important tasks.

Waking up early in the morning helps you stay active all the day. This also saves you time for some important tasks to accomplish in a day.

6 Organize-workspace

Messy workspace creates a dirty environment where working with peace of mind is not possible and make you lose interest and get bored with the work you do in such environment.

Therefore organize workspace in a correct way and make it simple and beautiful to make you inspire from working in such environment

7 Stop multitasking

Many people try to multitask and fail at accomplishing things, and this happens all the time. Therefore stop multitasking and o one task at a time and do this way till you finish all tasks. This makes you concentrate on one particular and helps you complete work on time.

8 Work in 90minute blocks

This rule is helpful for accomplishing big tasks that consume a lot of time. People get bored easily doing more major and routine tasks and therefore work in time blocks.

Try to work taking breaks in between and allow your body and mind to get recharged. This will help you work more efficiently.

9 Technology, enemy to ally

The modern technology has made people live like zombies who are addicted to technology gadgets, and this addiction is killing the productive life of individuals and therefore use technology which is your enemy for making you productive at work.

There are several apps and platforms where you can plan, work and manage things and learn all possible things that make you productive.

10 Right amount of sleep

Less sleep and more sleep, both destroy your healthy and productive life. Therefore have a good amount of sleep every day, and this will improve your lifestyle.

Several types of research have proved the importance of having a good amount of sleep, and you could live longer by having the right amount of sleep every day and this will help you stay active and healthy which is very necessary to become productive.

11 get exposure to natural light

Our human body has more natural ability to work better in exposure to natural things. Make sure the working environment has a natural light installed which helps your energy levels balanced.

It also helps you stay active and work more efficiently. Natural light can run your body and mind very effectively which make you productive.

12 To do playlist

I call this a playlist for you tasks. Make a list of things you have to accomplish and tick the task after a task is finished. This way helps you know what is done and what has to be done. This can be a list for a day, or this same list can be used to accomplish your goals one by one.

Make your routine to do playlist your favorite to make more out of this technique. Start making you to-do lists today and see the change in your life accomplishing things.

13 Plan tomorrow, today itself

This way of planning tomorrow today helps you work efficiently and make more out of the day. This type of planning tomorrow starts the night before the day begins.

This way of planning helps you to go to sleep with full hope for making your day better. Try using the method for a real experience of process, and it will make you productive.

14 Work at energy peaks

The important thing we all have to realize is that we have a limited life but not limited energy. Power is available in an enormous amount which can be used to accomplish tasks faster, and this will help you become very productive.

Start using your unlimited energy to accomplish things in life in very limited time we have, and this is a simple yet powerful rule which helps you become a pro.

15 Make action-posters

These are a new way of making you inspired of your dreams, goals or passion. The specialty of these posters is hand drawn, and they always make you remember the things you have to accomplish in your life.

These action posters contain information regarding one particular big goal you have and a tight deadline. This poster acts as a reminder, which can be attached to your workplace or wall in your room where usually your sight goes.

16 Healthy-diet

Proper food is not only necessary for your body but also for your brain. Keeping your body and brain healthy is crucial for productive life. So always take food that is magnificent for your brain and body which we call a productivity diet.

Try to take more brain foods to stay focused for a longer period of time.

17 Rapid Plans

These are suddenly taken decisions which are logical as well as practical. There are several situations where we need to make little changes to bring out more outcomes. In such circumstances, there must be rapid plans to be made.

This fast planning helps you to finish tasks quicker and better. Quick plans need very core competencies, and they are very efficient in practice.

18 Kill addictions

Addictions are one big evil barrier to productive life. These addictions to which our minds stick to most of the time make us unproductive and killing these addictions are

not so easy, but our mental shift could give it a proper solution.

Addictions cannot be prevented in one trial, and you have to make several tests to minimize addictions in life, and after a certain time, you will be surely out of addiction behavior.

19 Just do it approach

This is the very right method for becoming a doer. This approach inspires you to do work now. Never postpone anything how hard it may be. Just do it, and this simple technique of just do without thinking so much helps you win most of the time at finishing tasks?

Make this a habit, and you may fail initially, but soon you will find its importance.

20 Kill fear

Fear is the number one cause of procrastination in life. It prevents you from accomplishing tasks. This fear could act in a different way. It may serve as fear of failures or fear of taking risks etc.

Whatever it may be fear is so evil which makes you unproductive. Therefore lose your fear to excel at work and become productive.

21 Stop over thinking

This is one more mental barrier which makes you lose valuable time just thinking. Thinking is a good habit which helps you make ideas and over thinking is a disorder which makes you kill those thoughts. Therefore never think too much.

If you keep thinking that way you will be just thinking only and you won’t perform any task which is an unproductive sign.

22 Develop skills

You can make your work so fast by learning all necessary expertise, and this secret speaks that you need to develop every skill you need to excel at work, and this will make you finish tasks on time and become very productive at your job.

Start developing new skills and you will soon become a professional at your work, and you could be more productive at your job.

23 Maintain action file

Action file is a simple to do list in which you record every action you make and then assess the file at the end of the day to find out how much productive you were all the day. It helps you concentrate more on important tasks, and this will help you

improve yourself more every day and you will be a productive person at the end.

24 Listen to music

This is a simple trick to gain mental peace during a break or when you get bored with the work. This way helps you have more control your mental stability while working

Listen to your favorite music when you get bored, or you could work and listen to music also, and this will make you never get bored with the work and helps you work longer.

There are many songs which help you gain mental peace and try to listen to them every time during the work.

25 Meditate

Now it’s meditation which has very significant impact on increasing our productivity levels. There are several other

benefits which most of us know by meditating daily.

Meditation helps you gain more concentration power and mental peace which are crucial components for excelling at the work you do.

Start meditating every day. Try to meditate at least 10 minutes a day to become more productive.

26 Get disconnected

This secret is about detaching yourself from the surroundings. The reason why we get distracted or interrupted is due to our concentration over the surroundings while working and this will make us unproductive.

Therefore get disconnected from the surroundings while working, and this will make you productive at the work you do.

27 Break it into several pieces

This secret helps you to perform bigger tasks very faster without feeling any stress. The important thing you have to do is break a task into several parts that are to divide the work and then plan your job.

This way of breaking task helps you feel work as easy, and this will help you finish tasks fast.

28 Challenge-yourself

You may be an expert at a particular task. You may alone be able to do a task very efficiently but never quit thinking it’s the end. The important thing to remember is the rule that is a challenge you to gain more improvement than you have at present.

This way of challenging helps you do a task more efficiently, and you will be highly satisfied as you won over you.

29 Stop judging

Many people judge the work and waste so much time on it. Judging the work makes your work look hard sometimes. We judge the work we do as hard and smooth and then we initiate doing tasks. This will result in unproductiveness as we don’t do few things with our judgments.

So never judge your work and just keep working to become productive.

30 It's laughing time

Laughing is exquisite for the healthy mind. It can recharge your brain and get inspired at sub conscious level.

Try watching entertaining things which make you laugh loud, and this will help you have more concentration and moments.

It may directly help you become productive, but it’s a trick which helps you get ready to become productive.

31 Relax and earn

This rule states that the more you relax, the more you will receive. Many people work continuously to complete tasks which are not the right way of working, and this leads to growing hatred in the work which makes you unproductive.

Therefore take breaks and stop working when you get bored and relax and then get back to work and this will help you earn more power to work.

32 Ignore results

Never think of results. They always happen from an action. The imperative thing to remember is never to care about results.

Try focusing on the work you are doing instead of focusing on the results you get at the end, and this will give you mental freedom to work.

33 Go step by step

Never do things at once, and this rule mainly applies to bigger tasks. You cannot accomplish more major tasks just at once. It requires time and several steps you have to follow.

So try to do the task step by step, and this will help you finish the work at ease. This way of doing requires time and patience, but at the end the desired results are sure.

34 Think fast think slow

This way of thinking helps you make right balanced decisions. As many tasks we do are based on decisions we make this thinking rule is critical to know.

Learn to think fast when necessary when you have to take rapid decisions and this type of thinking makes your survival possible. Learn to think slowly when necessary when making long-term decisions, and this will help you make right choices.

35 Learn again and again

Learning is a continuous habit for any human being, and it is a very important practice to excel in life and become productive.

To excel at your work, you need to learn all possible tricks and skills, and this will help you to concentrate on your job and also help you finish your job so fast.

Learning habit is a must practice which will help you learn so much in lifetime. Learn anything even though it has no connection to your work because some day you may have used with what you have learned. Keep learning to become more productive.

36 Fail the failure

Many people stop their trials when they fail which is one of the top reasons why people become procrastinators.

Therefore never allow a failure to influence your behavior and work you do. You may fail so many times, but at the end, you will learn to accomplish your job. Failures are temporary when you have the real zeal to win.

37 Ignore people

Many people stop pursuing their dreams, goals, and passion by taking others suggestions and advice. Then they mostly quit doing as most advice not to take risks.

Now you believe these people and stop doing things that fulfill your dreams and goals. Some day some another guy shines with the same dream you have, and you will start suffering mentally for not taking the initiative.

Therefore ignore people if you are really interested in making something great in this world. Taking advice to accomplish great from ordinary citizens isn’t right.

38 Think creatively lazy

This is an easy way of thinking. That is what would you do or invent or discover if you have to complete a task in an easy way.

Unleash your creativity to complete missions in an easy way. This way of thinking helps you to discover and invent new innovative

things which will change the fate of the world by changing the way it works.

39 Make time for nothing

This productivity secret may look odd, but it has a greater influence on an individual to become productive and peaceful.

There must be a time for nothing a day. At least have 10 minutes a day doing nothing at all. Nothing in the sense absolutely does anything. Just sit calmly and no thinking too.

This helps you to grow mental peace which is very useful for the brain that in turn helps you to become concentrated at the work you do and helps you have mental satisfaction.

It’s just like meditation but does not follow the procedures, and that’s the only difference you have to understand.

40 Go and have fun

Working all the time is not okay at all. There must be time allotted to us to have a good time too. It's life and the greatness of your living are expressed regarding your happy moments only. You can work but never forget about life. Human life is more precious so just stay calm and have fun.

This way of having fun helps your mind have inspired thoughts which could be applied in practical life and have success.

41 Limited life, unlimited energy

Realize this one rule in your life, and you will never regret your goals, passion or dreams. This has such great influence over a human.

This rule states that we have a limited life which is a really sad thing as we have several dreams and goals in life but using

your unlimited energy you can accomplish all the aims and dreams in your lifetime.

43 Be a pro

Never think yourself as an amateur at work you do. This type of thinking will limit your thinking power and learning skills at your job which will make you non-productive.

Therefore start thinking as a profession at the work you do and this will help you really learn and work like a professional or expert and helps you produce a great outcome.

44 Learn from others

This is a shortcut to becoming magnificent at things you want to be good at. If you want, learn something very fast follow the one who is a profession with that thing.

Don’t follow him/her but follow his ways and ideas to become an expert at what you want to be at. This will help you become an expert very fast and helps you become productive.

45 Hire people when needed

There are several works which are routine and boring, and when you have to do them repeatedly, you will soon get bored and waste time in such tasks. Therefore this secret says that you should hire someone to do such routine and tedious tasks.

This will help you save time for concentrating on some other creative things which make you excel in life and also makes you productive.

46 Go alone, do alone

Sometimes to work efficiently you need to follow this one rule. This rule mainly helps in doing or accomplishing your goals and dreams effectively.

According to this, you need to work alone on your dreams and goals to prevent distractions and interruptions. This also prevents random chat and meetings which help you work effectively and become productive.

47 Hope every day, accomplish fast

Imagine every day and never quit dreaming. Dream about something every day and write it down one by one every day and start doing one by one.

This way of doing helps you become productive and successful which is very necessary to stay happy for a longer time.

48 Improve your-self everyday and evaluate

Success is not destiny, but it’s a routine and continuous process which can only be said as such by improving ourselves every day.

An improvement is a unit used to measure success, happiness, satisfaction and productivity levels. Therefore always try to improve every day and soon you will live a beautiful life.

49 Get inspired to work fast

There is a fuel which drives us to work so fast. This fuel has powered several great personalities to accomplish great things in their lives. The fuel is an inspiration.

Inspiration can drive human brains to work behind its limits and help you become happy, successful and become productive.

50 Think freely and stay-busy

Always think very freely, and this will help you have very clear thoughts which will help you to make right decisions in good time.

Never make your brain feel compelling by taking in unnecessary, and this will help you have more control over things.

Always stay busy to avoid unnecessary things getting into our mind and making it hurt so bad from inside. This way of living helps you to become productive.

51 Stay away from them

Do you know? They are really evil, and they always disturb us while performing our work. They always break our concentration and make us unproductive.

Therefore it’s better to stay away from them. They are none other than distractions and interruptions. They always distract or interrupt our work by making us disturbed. Therefore always avoid them in your work.

52 Take this discipline wherever you go

A disciple is what influences ones attitude towards the work you do. This disciple can help you have right mindset over the work and help you accomplish any task with full concentration.

It is the one which makes you shine in a group. Working with disciple produce least errors and high output.

53 Be innovative and creative

This is imperative to love the work you do and become a professional at it. You always need to stay creative, and this will drive your mental energy levels to peaks which help you concentrate more on work.

This will, in turn, help you become productive as you can stick to the work longer and accomplish it.

54 Become selfish today

You don’t need to be selfish at everything but when it comes to working become very greedy and this will help you concentrate more on work make you stick to the work.

This will allow you to work continuously without getting disturbed and this is a very useful way of working actually. Therefore always stay selfish at work and leave all the

surrounding remain you untouched at the work you do.

55 Remain calm act soon

There is an equal importance between staying calm and acting soon. Staying calm is crucial to think clearly, and acting fast is important to prevent procrastination. Both have their own importance

The relation between staying calm and moving soon is that staying calm will help bring more productive results in doing soon.

56 Kill them in you

They are evil friends who are destroying your life and success. They always give strain to your mind and make you live like an inhuman person. They act in the same way at the work you do and make you unproductive as well as lazy.

They are ego, jealousy, and comparison. They always make you think about others and make you lose self-control and therefore kill them before they kill your success and life.

57 Realize this

Our mind is really a surprising part which can control, create or destroy anything. In the way, it works it also created several barriers in us which limited our power to excel in life.

The restrictions or limits in life made us follow several things blindly without giving us time to think at all. This will make us live like zombies or robots.

So try to live independently without the following anyone and think without limits to excel in life.

58 Service first and get paid next

To be productive person never think of what you get by accomplishing a work because a positive outcome is present for every action.

During work don’t think about payment because it makes you a machine working for fuel called money. So try to give service first and then you will be paid for sure if your work has real value.

59 Be prepared in advance

This one way of preparing yourself for future helps you grow faster. Prepare everything in advance so that you could have mental peace.

Concentrate on present and do planning for the future which helps you create secure future life.

Prepare your to-do list in advance before you start doing things. This will make every day

hopeful and gives you freedom and energy to excel in life. This also makes you productive.

All the best...

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You just completed reading the book and all the best for your productive life.

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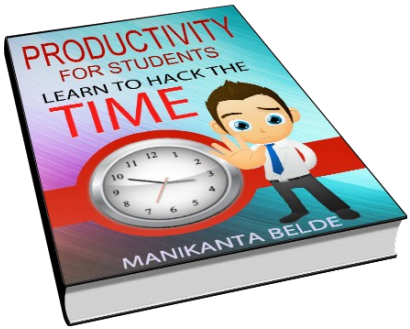
PRODUCTIVITY FOR STUDENTS

Learn to hack the time

This guide is for students, teachers, and parents who want their children or youngsters to maintain control over time and get success from their study and career.



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Thanks and regards.

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